

**Department of Transportation
Federal Aviation Administration**

Position: Personnel Management Specialist (Labor Relations Specialist), FV-0201- I

Job Category: Professional

Salary Range: \$67,995 to \$105,442 USD Per Year

Duty Location(s): Hawthorne, California - Vacancies: 2

Organization Location: Western-Pacific Region, Human Resources Division,
Labor Relations, Training & Benefits Branch

Area of Consideration: Commuting Area (Federal)

Job Status: Full Time

Duties: Serves as a staff and technical advisor to management in the administration and operation of regional labor relations programs. Incumbent is a technical authority in union/management relations, adverse actions, and grievances. Provides guidance and assistance to all levels of regional and facility managers, supervisors, and employees on all matters arising within these program areas. Provides assistance and guidance in administering union contracts and in interpreting provisions of the Federal Labor Management Relations Statute. Facilitates informal resolution of grievances and ULPs. Provides advice and assistance to managers and supervisors concerning disciplinary and adverse actions. Recommends appropriate actions and alternatives. Represents the agency in arbitrations and other third party hearings.

NOTES

1. The salary represented in this announcement includes both the 2006 pay rates as well as the Los Angeles locality rate of 23.18%.
2. The Federal Aviation Administration, Western Pacific Regional Office has an on-site day care facility, fitness center, credit union, free parking, transit subsidies and easy access to bus transportation and van pools.

Ingrade/Downgrade Application:

We are only accepting ingrade/downgrade (GS-13 equivalent) applications.

HOW TO APPLY:

APPLICANTS MUST SUBMIT THE FOLLOWING FORMS:

1. ONE of the following:
 - a. SF-171 (excluding questions 38-47) -OR-
 - b. OF-612 -OR-
 - c. Resume (See RESUME FORMAT for instructions. Applicants who fail to include all requested information will not be considered)
2. Responses to the 6 KSAOs listed under Evaluation Criteria

WHERE TO MAIL APPLICATIONS

FEDERAL AVIATION ADMINISTRATION
ATTN: AWP-14B/L. STEEN
15000 Aviation Blvd.
Lawndale, CA 90261

OVERNIGHT/EXPRESS MAIL ADDRESS

FEDERAL AVIATION ADMINISTRATION
ATTN: AWP-14B/L. STEEN
15000 Aviation Blvd.
Hawthorne, CA 90261

EMAIL

You may email your application to lashon.r.steen@faa.gov

FACSIMILE

You may fax your application to LaShon Steen at (310) 725-6830

RECEIPT OF APPLICATIONS

Applications will be considered based on date of receipt.

CONTACT NAME

LaShon Steen

CONTACT PHONE

(310) 725-7861

Excepted Service:

The FAA is an excepted service agency. Basic Federal employee benefits remain the same as other Federal agencies.

FAA's CORE COMPENSATION PLAN

This position is covered by the FAA Core Compensation plan. Additional information about core compensation is available at <http://jobs.faa.gov>.

Financial Disclosure

The person selected for this position may be required to file a financial disclosure statement within 30 days of entry on duty. FAA policy limits certain outside employment and financial investments in aviation-related companies.

Privacy Act Requirements:

Collection of personal identification data is authorized under the Privacy Act (P.L. 93-579).

Equal Employment and Reasonable Accommodation:

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Additional information on reasonable accommodations procedures or on EEO Programs is available on www.faa.gov/acr or by contacting the local FAA Civil Rights Office.

Prohibition on Personal Use of Government Postage-Paid Envelopes:

Use of postage-paid Government envelopes to file job applications is a violation of Federal laws and regulations. Applications submitted in postage-paid Government envelopes will not be considered.

Non-citizens

We are not accepting applications from non-citizens.